



CITY OF HOUSTON

Job Posting

Im Applications accepted from: ALL PERSONS INTERESTED

Job Classification SENIOR INVENTORY MANAGEMENT CLERK
Posting Number PN# 104619
Department Department of Public Works & Engineering
Division Resource Management Division
Section Materials Management Section
Reporting Location 319 St Emanuel*
Workdays & Hours M - F, 7:30 a.m. – 4:30 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Ensures adherence to City and State guidelines for acquisition, storage, distribution, maintenance and disposition of inventory material and all associated records. Receives, unloads, unpacks, shelves, distributes and delivers incoming parts, tools materials, supplies, equipment, and inventory items, etc. Assists with moving and loading of surplus property. Compares and verifies incoming shipments of inventory for quality, quantity, accuracy and suitability against invoices, purchase orders, packing slips, specifications, etc. Creates and maintains records, logs of materials received, stored, issued, delivered, distributed or disposed. Performs data entry using a purchasing and inventory control system. Compiles data for inventory reports. Leads and trains Inventory Management Clerks. Oversees and insures that inventory records are accurately maintained. Investigates, reports and resolves minor inventory discrepancies. Coordinates or participates in physical inventory counts. Reconciles counts with inventory records. Resolves discrepancies. Maintains storerooms, warehouses and storage area in a clean, orderly, safe and secure condition. Resolves special problems as required and other tasks as may be assigned. Prepares daily, weekly, monthly reports and audits within established time frame.

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, (up to 60 pounds) and/or walking on rough surfaces routinely and/or regular physical exertion such as climbing of ladders.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or GED.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of inventory control, materials management, or record keeping experience are required.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with experience in personal computers in excess of two years with the following software: GEMS 2000, Advantage 2000, MS Word, Excel, Access or Approach.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 12
\$789 - \$1,055 Biweekly \$20,514 - \$27,430 Annually

OPENING DATE

May 25, 2005

CLOSING DATE

June 01, 2005

APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our Telephone Device for the Deaf phone number is (713) 837-9496.**

An equal opportunity employer